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| |  |  | | --- | --- | | **Housatonic Community College** 2006-2007 Course Selection Guide for  **Business Certificates:  Administrative Support Assistant (BOT)**    (Banner code: EJ09)     **(Must be printed and filled out manually) Read General Program Information Here** | | | Name | Banner ID No. | | Address | Program Entry Date | |  | Advisor |   **Placement Assessment:**   |  |  |  |  | | --- | --- | --- | --- | | MAT\* 075 (DS091) \_\_\_\_\_ | MAT\* 095 (DS095) \_\_\_\_\_ | DS099 \_\_\_\_\_ |  | | ENG\* 003(DS010) \_\_\_\_\_ | ENG\* 013 (DS050) \_\_\_\_\_ | ENG\* 043 (EN100R) \_\_\_\_ | ENG\* 073 (DS 011) \_\_\_\_\_ |   **Program Requirements :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester Taken | Course No. | Grade | Course Number  (Previous No.) | Course Title | Credits | | **First Semester** | | | | | | |  |  |  | **ENG\* E101** (EN 101) | Composition | 3 | |  |  |  | **ACC\* E113** (AC 101) | Principles of Financial Accounting | 3 | |  |  |  | **BOT\* E111** (BOT 102) | Keyboarding for Information Processing I | 3 | |  |  |  | or  **BOT\* E112 (BOT 103)** | Keyboarding for Information Processing II (3 credits) |  | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | |  |  |  | **Business** **1** | Elective | 3 | | **Second Semester** | | | | | | |  |  |  | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | or  **BOT\* E210 (BOT 223)** | Computerized Office Applications (3 credits) |  | |  |  |  | **Business** **1** | Elective | 3 | |  |  |  | **BOT\* E251** (BOT 212) | Administrative Procedures | 3 | |  |  |  | **BBG\* E210** (BU 211) | Business Communication | 3 | |  |  |  | **BOT\* E260** (BOT 205) | Administrative Management | 3 | | **Total Credits** | | | | | 30 |   **1** Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics, and Business Office Technology. BOT\* E210 can be used as a business elective. |

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